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Records Center

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MEMORANDUM FOR :

SUBJECT : Progress Report for Month of July 1957

1. Attached is the Records Center monthly statistical report for the month of July 1957.

2. The following summarizes the activity of the Branches during the month:

a. Accessioning

The Center called upon the Logistics Office/Transportation Division on five different occasions to transfer a total of 714 cubic feet of material. Also, the Records Center Couriers transported a total of 146 cubic feet of material from the Headquarters area. The 860 cubic feet of material accessioned is equivalent to the volume of more than 107, four drawer, legal size, safe cabinets, which have a replacement value of \$38,055.

b. Reference

The Center furnished 4,347 items to requestors during the month. Of this number 410 items were for copies of information reports that required the reproduction of 1,557 pages by the various reproduction processes employed by the Center.

c. Disposal

The Center disposed of 270 cubic feet of records by transporting them to the [redacted] The Engineering Division [redacted] furnished support by furnishing two laborers to assist in loading and unloading this material.

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[redacted]  
Chief, Records Center Division

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RECORDS CENTER MONTHLY STATISTICAL SUMMARY			MONTH
JULY 1957			
I. ACCESSIONING, DISPOSITION, HOLDINGS			
ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	60	60	
2. RECORDS ACCESSIONED	650	650	28,950
3. RECORDS DISPOSED OF AT CENTER	83	83	1,753
4. RECORDS TRANSFERRED FROM CENTER	25	25	4,007
5. RECORDS HOLDINGS	23,190		
6. DISTRIBUTION MATERIAL RECEIVED	210	210	17,952
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	77	77	4,365
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	33	33	3,050
9. DISTRIBUTION MATERIAL HOLDINGS	10,531		
10. TOTAL HOLDINGS *	34,706		
II. REFERENCE SERVICES			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	624	624	44,458
12. INFORMATIONAL REQUESTS	47	47	3,175
13. INFORMATION REPORTS	410	410	
14. INTELLIGENCE REPORTS	2,539	2,539	
15. ADMINISTRATIVE ISSUANCES	727	727	
16. TOTAL	4,347	4,347	
III. DISTRIBUTION MATERIALS RECEIVED			
MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	7,421	7,421	
B. RETURNS	4,860	4,860	
18. ADMINISTRATIVE ISSUANCES	2,944	2,944	
19. TOTAL	15,225	15,225	
IV. REPRODUCTION SERVICES			
PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	1,467	1,467	
21. PHOTOCOPY	79	79	
22. DITTO	11	11	
23. TOTAL	1,557	1,557	
V. SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
24. TOTAL CAPACITY	41,220		
25. UTILIZED *	34,706		
26. COMMITTED	4,117		
27. AVAILABLE	2,397		